

JOHN BEL EDWARDS
Governor



State of Louisiana
BOARD OF PARDONS AND PAROLE

December 21, 2020

Mr. Bob McAnelly, Chairman
Louisiana Ethics Administration
Post Office Box 4368
Baton Rouge, LA 70821

Re: Request for Advisory Opinion

The Louisiana Board of Pardons & Committee on Parole (LBPCP) is seeking an advisory opinion as to whether individuals who are former employees of the Department of Public Safety & Corrections' Division of Probation & Parole (P&P) may enter into a contractual relationship with the LBPCP to provide services for victims of violent and sex crimes.

The LBPCP anticipates grant funding through the Louisiana Commission on Law Enforcement for the purpose of establishing Victim Assistance Coordinators (VAC) throughout the state. These positions would be filled on a contract basis and would be physically located within P&P district offices throughout the state. The purpose of the VACs is to ensure victims who desire to participate in the release decision-making process are given a meaningful opportunity to do so.

All services provided by the VAC shall directly concern victims. Services will include the implementation of applicable portions of Act 246 of the 2020 Regular Legislative Session (attached), triage services, therapy service referrals, notice and preparation for upcoming pardon or parole hearings, and direct support services during hearings. While functional supervision may be provided by the P&P District Administrator at the assigned location of the VAC, I would serve as direct supervisor of the VAC's with responsibility for the production, quality, and scope of their work.

Since announcing the VAC positions, there has been a great deal of interest from former employees of P&P as well as those who are contemplating retirement. We are requesting an opinion on whether individuals formerly employed by P&P (job descriptions attached) may enter into a professional services contract to serve as Victim Assistance Coordinators to provide services on behalf of the LBPCP.

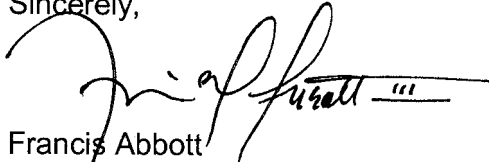
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HAND DELIVERED

Mr. Bob McAnelly
December 21, 2020
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Should the Board need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Francis Abbott", with a horizontal line extending to the right.

Francis Abbott
Executive Director, Louisiana Board of Pardons & Committee on Parole

Attachments:

Act 246 of 2020
P&P Job Descriptions
DPS&C Organizational Chart
LBPCP Organizational Chart

SENATE BILL NO. 505

BY SENATOR SMITH

1 AN ACT

2 To amend and reenact Code of Criminal Procedure Art. 320(G), (H), (I)(1)(a), and (J), and
3 Art. 321(C)(5) and (6), R.S. 14:79(A)(3)(c) and (E), R.S. 15:574.4.2(A)(5), R.S.
4 46:1846(A) and (C) and 2132(4), to enact Code of Criminal Procedure Art. 320(L)
5 and R.S. 15:574.2(A)(6), relative to protective orders; provides for domestic
6 offenses, stalking, and sex offenses; provides for uniform abuse prevention orders;
7 provides for types of bail; provides for violation of protective orders; provides for
8 decisions of committee on parole; prohibits communication between offender and
9 victim; provides for exceptions; makes technical corrections; and to provide for
10 related matters.

11 Be it enacted by the Legislature of Louisiana:

12 Section 1. Code of Criminal Procedure Art. 320(G), (H), (I)(1)(a), and (J), and Art.
13 321(C)(5) and (6) is hereby amended and reenacted, and Code of Criminal Procedure Art.
14 320(L) is hereby enacted to read as follows:

15 Art. 320. Conditions of bail undertaking

16 * * *

17 G. Domestic offenses, stalking, and sex offenses.

18 (1) In determining conditions of release of a defendant who is alleged to have
19 committed an offense against the defendant's family or household member, as
20 defined in R.S. 46:2132(4), or against the defendant's dating partner, as defined in
21 R.S. 46:2151, or who is alleged to have committed the offense of domestic abuse
22 battery under the provisions of R.S. 14:35.3, **or who is alleged to have committed**
23 **the offense of battery of a dating partner under the provisions of R.S. 14:34.9,**
24 or who is alleged to have committed the offense of stalking under the provisions of
25 R.S. 14:40.2, **or who is alleged to have committed the offense of cyberstalking**
26 **under the provisions of R.S. 14:40.3, or who is alleged to have committed the**
27 **offense of violation of protective orders under the provisions of R.S. 14:79, or**

1 who is alleged to have committed the offense of unlawful communications under
2 the provisions of R.S. 14:285, or who is alleged to have committed a sexual assault
3 as defined in R.S. 46:2184, ~~or who is alleged to have committed the offense of first~~
4 ~~degree rape under the provisions of R.S. 14:42~~, the court shall consider the previous
5 criminal history of the defendant and whether the defendant poses a threat or danger
6 to the victim. If the court determines that the defendant poses such a threat or danger,
7 it shall require as a condition of bail that the defendant refrain from going to the
8 residence or household of the victim, the victim's school, and the victim's place of
9 employment or otherwise contacting the victim in any manner whatsoever, and shall
10 refrain from having any further contact with the victim. The court shall also require
11 as a condition of bail that the defendant be prohibited from communicating, by
12 electronic communication, in writing, or orally, with a victim of the offense or
13 with any of the victim's immediate family members. This condition shall not
14 apply if the victim consents by way of a request to the court and the court issues
15 an order permitting the communication. If an immediate family member of the
16 victim consents by way of a request to the court and the court issues an order
17 permitting the communication, then the defendant may contact that person. The
18 court shall also consider any statistical evidence prepared by the United States
19 Department of Justice relative to the likelihood of such defendant or any person in
20 general who has raped or molested victims under the age of thirteen years to commit
21 sexual offenses against a victim under the age of thirteen in the future.

22 (2) If the defendant is alleged to have committed any of the offenses included
23 in Paragraph ~~Subparagraph~~ (1) of this Subsection ~~Paragraph~~, the court may
24 ~~require as a condition of bail that the defendant be prohibited from communicating,~~
25 ~~by electronic communication, in writing, or orally, with a victim of the offense, or~~
26 ~~with any of the victim's immediate family members, while the case is pending. This~~
27 ~~condition does not apply if the victim consents in person or through a~~
28 ~~communication through the local prosecuting agency. and is denied bail or is~~
29 unable to post bail and is therefore incarcerated prior to trial, the court may
30 issue an order under this Paragraph prohibiting the defendant from

1 communicating, by electronic communication, in writing, or orally, with a
2 victim of the offense, or with any of the victim's immediate family members.
3 This condition shall not apply if the victim consents by way of a request to the
4 court and the court issues an order permitting the communication. If an
5 immediate family member of the victim consents by way of a request to the
6 court and the court issues an order permitting the communication, then the
7 defendant may contact that person.

8 (3) In all cases, the court shall issue and shall file into the record any
9 order issued pursuant to this Paragraph and shall serve the defendant with the
10 order by personal service. The court shall also comply with the provisions of
11 Paragraph H of this Article.

12 H. Uniform Abuse Prevention Order.

13 ~~(1) If, as part of a bail restriction, an order is issued for purposes of~~
14 ~~preventing violent or threatening acts or harassment against, or contact or~~
15 ~~communication with or physical proximity to, another person for the purpose of~~
16 ~~preventing domestic abuse, stalking, dating violence, or sexual assault, the court~~
17 issues any order pursuant to any of the provisions of this Article prohibiting the
18 defendant from contacting or communicating with the victim or the victim's
19 immediate family members, the judge shall cause to have prepared a Uniform
20 Abuse Prevention Order, as provided in R.S. 46:2136.2(C), shall sign such order, and
21 shall immediately forward it to the clerk of court for filing, on the next business day
22 after the order is issued. The clerk of the issuing court shall transmit the Uniform
23 Abuse Prevention Order to the Judicial Administrator's Office, Louisiana Supreme
24 Court, for entry into the Louisiana Protective Order Registry, as provided in R.S.
25 46:2136.2(A), by facsimile transmission or direct electronic input as expeditiously
26 as possible, but no later than the end of the next business day after the order is filed
27 with the clerk of court. The clerk of the issuing court shall also send a copy of the
28 Uniform Abuse Prevention Order, as provided in R.S. 46:2136.2(C), or any
29 modification thereof, to the chief law enforcement officer of the parish where the
30 person or persons protected by the order reside. A copy of the Uniform Abuse

1 Prevention Order shall be retained on file in the office of the chief law enforcement
2 officer until otherwise directed by the court.

3 (2) If, as part of a ~~bail restriction~~ any order issued pursuant to any of the
4 provisions of this Article, an order is issued pursuant to the provisions of this
5 Paragraph, the court shall also order that the defendant be prohibited from possessing
6 a firearm for the duration of the Uniform Abuse Prevention Order.

7 I. Global positioning monitoring. (1)(a) In addition, the court shall order a
8 defendant who is alleged to have committed the offense of first degree rape under the
9 provisions of R.S. 14:42, and may order a defendant who is alleged to have
10 committed an offense ~~against the defendant's family or household member, as~~
11 ~~defined in R.S. 46:2132(4), or against the defendant's dating partner, as defined in~~
12 ~~R.S. 46:2151, or who is alleged to have committed the offense of domestic abuse~~
13 ~~battery under the provisions of R.S. 14:35.3, or who is alleged to have committed the~~
14 ~~offense of stalking under the provisions of R.S. 14:40.2, or who is alleged to have~~
15 ~~committed a sexual assault as defined in R.S. 46:2184~~ enumerated in Paragraph
16 G or J of this Article, to be equipped with a global positioning monitoring system
17 as a condition of release on bail.

18 * * *

19 J.(1) Crimes of violence. ~~If the defendant has been charged with~~
20 Notwithstanding the provisions of Paragraph G of this Article and
21 notwithstanding any other provision of law to the contrary, if the defendant is
22 alleged to have committed a crime of violence as defined in R.S. 14:2(B), the court
23 shall require as a condition of bail that the defendant ~~be prohibited from~~
24 ~~communicating, by electronic communication, in writing, or orally, with a victim of~~
25 ~~the offense, or with any of the victim's immediate family members while the case is~~
26 ~~pending.~~ refrain from going to the residence or household of the victim, the
27 victim's school, and the victim's place of employment or otherwise contacting
28 the victim in any manner whatsoever, and shall refrain from having any further
29 contact with the victim. The court shall also require as a condition of bail that
30 the defendant be prohibited from communicating, by electronic communication,

1 in writing, or orally, with a victim of the offense, or with any of the victim's
2 immediate family members. This condition does not apply if the victim consents
3 ~~in person or through a communication through the local prosecuting agency~~ by way
4 of a request to the court and the court issues an order permitting the
5 communication. If an immediate family member of the victim consents ~~in person~~
6 ~~or through a communication through the local prosecuting agency,~~ by way of a
7 request to the court and the court issues an order permitting the
8 communication, then the defendant may contact that person.

9 (2) Notwithstanding the provisions of Paragraph G of this Article and
10 notwithstanding any other provision of law to the contrary, if a defendant
11 alleged to have committed an offense included in Subparagraph (1) of this
12 Paragraph is denied bail or is unable to post bail and is therefore incarcerated
13 prior to trial, the court shall nevertheless issue an order under this Paragraph
14 prohibiting the defendant from communicating, by electronic communication,
15 in writing, or orally, with a victim of the offense, or with any of the victim's
16 immediate family members. This condition shall not apply if the victim consents
17 by way of a request to the court and the court issues an order permitting the
18 communication. If an immediate family member of the victim consents by way
19 of a request to the court and the court issues an order permitting the
20 communication, then the defendant may contact that person.

21 (3) In all cases, the court shall issue and shall file into the record any
22 order issued pursuant to this Paragraph and shall serve the defendant with the
23 order by personal service. The court shall also comply with the provisions of
24 Paragraph H of this Article.

25 * * *

26 L. Under no circumstances shall any court deny the issuance of a
27 protective order pursuant to any provision of this Article on the ground that a
28 protective order has already been issued under any other provision of law. Any
29 protective order issued pursuant to this Article shall remain in effect for the
30 time that the criminal case is pending until sentencing unless the person

1 protected by the protective order moves the court to dissolve the protective
2 order as to that person and the court grants the motion to dissolve the
3 protective order as to that person.

4 Art. 321. Types of bail; restrictions

5 * * *

6 C. Any defendant who has been arrested for any of the following offenses
7 shall not be released on his personal undertaking or with an unsecured personal
8 surety:

9 * * *

10 (5) R.S. 14:35.3 (domestic abuse battery) or R.S. 14:34.9 (battery of a
11 dating partner).

12 (6) R.S. 14:37.7 (domestic abuse aggravated assault) or R.S. 14:34.9.1
13 (aggravated assault upon a dating partner).

14 * * *

15 Section 2. R.S. 14:79(A)(3)(c) and (E) are hereby amended and reenacted to read
16 as follows:

17 §79. Violation of protective orders

18 A. * * *

19 (3) Violation of protective orders shall also include the willful disobedience
20 of the following:

21 * * *

22 (c) A condition of a parole release pursuant to R.S. 15:574.4.2(A)(5) or any
23 other condition of parole which requires that the parolee stay away from any
24 specific person.

25 * * *

26 E.(1) Law enforcement officers shall use every reasonable means, including
27 but not limited to immediate arrest of the violator, to enforce a preliminary or
28 permanent injunction or protective order obtained pursuant to R.S. 9:361, R.S. 9:372,
29 R.S. 46:2131 et seq., R.S. 46:2151, R.S. 46:2171 et seq., R.S. 46:2181 et seq.,
30 Children's Code Article 1564 et seq., Code of Civil Procedure Articles 3604 and

3607.1, or Code of Criminal Procedure Articles ~~327.1, 335.1, 335.2~~, **320** and 871.1 after a contradictory court hearing, or to enforce a temporary restraining order or ex parte protective order issued pursuant to R.S. 9:361, R.S. 9:372, R.S. 46:2131 et seq., R.S. 46:2151, R.S. 46:2171 et seq., R.S. 46:2181 et seq., Children's Code Article 1564 et seq., Code of Civil Procedure Articles 3604 and 3607.1, or Code of Criminal Procedure ~~Articles 327.1, 335.1, and 335.2~~ **Article 320** if the defendant has been given notice of the temporary restraining order or ex parte protective order by service of process as required by law.

(2) Law enforcement officers shall at a minimum issue a summons to the person in violation of a temporary restraining order, a preliminary or permanent injunction, or a protective order issued pursuant to R.S. 9:361 et seq., R.S. 9:372, R.S. 46:2131 et seq., R.S. 46:2151, R.S. 46:2181 et seq., Children's Code Article 1564 et seq., Code of Civil Procedure Articles 3604 and 3607.1, or Code of Criminal Procedure Articles 30, ~~327.1, 335.2~~ **320**, and 871.1.

* * *

Section 3. R.S. 15:574.4.2(A)(5) is hereby amended and reenacted and R.S. 15:574.2(A)(6) is hereby enacted to read as follows:

§574.4.2. Decisions of committee on parole; nature, order, and conditions of parole; rules of conduct; infectious disease testing

A. * * *

(5)(a) If the offender has been convicted of a crime of violence as defined in R.S. 14:2 committed upon any person, any felony sex offense as defined in R.S. 46:1844(W) committed upon any person, any felon trafficking-related offense as defined in R.S. 46:1844(W) committed person, or any offense, that is a felony, committed upon a family household member, or dating partner, as those terms are defined in R.S. 46:2132, the committee on parole shall require as a condition of parole that the offender refrain from going to the residence or household of the victim's school, and the victim's place of employment or otherwise contacting the victim in any manner whatsoever, and shall refrain from having any further

(5)(a)
(5)(b)

1 contact with the victim. The committee on parole shall also require as a
2 condition of parole that the offender refrain from communicating, by electronic
3 communication, in writing, or orally, with a victim of the offense, or with any
4 of the victim's immediate family members. For the purposes of this Subsection,
5 "immediate family member" means the spouse, mother, father, aunt, uncle,
6 sibling, or child of the victim, whether related by blood, marriage, or adoption.
7 If the victim or an immediate family member of the victim informs the
8 committee on parole in writing that he does not wish for the committee on
9 parole to impose the conditions in this Subsection, the committee on parole shall
10 not impose the conditions in this Subsection as to the person making the written
11 request. Nothing in this Paragraph shall be construed so as to impair, limit, or
12 abrogate the authority of the committee on parole to require as a condition of
13 parole any other protective order or any other restriction under any provision
14 of law.

15 (b) Prior to the release of the offender on parole, a judge of the court of
16 conviction shall cause to have prepared a Uniform Abuse Prevention Order, as
17 provided in R.S. 46:2136.2(C), shall sign such order, and shall immediately
18 forward it to the clerk of court for filing on the day that the order is issued. The
19 clerk of the issuing court shall transmit the Uniform Abuse Prevention Order
20 to the Judicial Administrator's Office, Louisiana Supreme Court, for entry into
21 the Louisiana Protective Order Registry, as provided in R.S. 46:2136.2(A), by
22 facsimile transmission or direct electronic input as expeditiously as possible, but
23 no later than the end of the next business day after the order is filed with the
24 clerk of court. The clerk of the issuing court shall also send a copy of the
25 Uniform Abuse Prevention Order, as provided in R.S. 46:2136.2(C), or any
26 modification thereof, to the chief law enforcement officer of the parish where
27 the person or persons protected by the order reside by facsimile transmission
28 or direct electronic input as expeditiously as possible, but no later than the end
29 of the next business day after the order is filed with the clerk of court. A copy
30 of the Uniform Abuse Prevention Order shall be retained on file in the office of

1 the chief law enforcement officer until otherwise directed by the court.

2 (6) If parole is revoked for any reason, all good time earned or any additional
3 credits earned or which could have been earned on that portion of the sentence
4 served prior to the granting of parole shall be forfeited, and the parolee shall serve
5 the remainder of the sentence as of the date of release on parole.

6 * * *

7 Section 4. R.S. 46:1846(A) and (C) and 2132(4) are hereby amended and reenacted
8 to read as follows:

9 §1846. Communication between offender and victim prohibited; exceptions

10 A. A person who has been charged by bill of information or indictment with
11 any crime of violence as defined in R.S. 14:2 committed upon any person, any
12 felony sex offense as defined in R.S. 46:1844(W) committed upon any person,
13 any felony human trafficking-related offense as defined in R.S. 46:1844(W)
14 committed upon any person, or any offense, that is a felony, committed upon a
15 family member, household member, or dating partner, as those terms are defined by
16 R.S. 46:2132, or any immediate family member of such person, shall be prohibited
17 from communicating, either by electronic communication, in writing, or orally, with
18 a victim of the offense, or any of his immediate family members for which the
19 person has been charged or for which disposition of the case is pending.

20 * * *

21 C. A person who has been sentenced or found not guilty by reason of
22 insanity for a crime of violence as defined in R.S. 14:2 committed upon any
23 person, any felony sex offense as defined in R.S. 46:1844(W) committed upon
24 any person, any felony human trafficking-related offense as defined in R.S.
25 46:1844(W) committed upon any person, or any offense, that is a felony,
26 committed upon a family member, household member, or dating partner, as those
27 terms are defined by R.S. 46:2132, or any immediate family member of such person,
28 shall be prohibited from communicating, either by electronic communication, in
29 writing, or orally, with a victim of the offense, or any of his immediate family
30 members, for which the person has been sentenced unless the victim or his

1 immediate family members initiate the communication through the Department of
2 Public Safety and Corrections, and it is agreed that the victim and the offender
3 participate in a formally defined restorative justice program administered through the
4 department. Any sentencing order issued pursuant to this Subsection shall be
5 reflected in the sentencing minutes of the issuing court. The issuing court shall
6 notify the Department of Public Safety and Corrections of the issuance of the
7 sentencing order.

8 * * *

9 §2132. Definitions

10 As used in this Part:

11 * * *

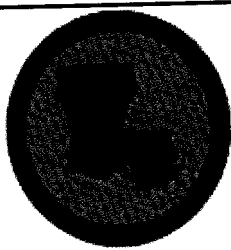
12 (4) "Family members" means spouses, former spouses, parents and children,
13 stepparents, stepchildren, foster parents, and foster children. "Household members"
14 means any person presently or formerly living in the same residence with the
15 defendant and who is involved or has been involved in a sexual or intimate
16 relationship with the defendant ~~and who is seeking protection under this Part~~, or any
17 child presently or formerly living in the same residence with the defendant, or
18 any child of the defendant regardless of where the child resides. "Dating partner"
19 means any person protected from violence under R.S. 46:2151 ~~who is seeking~~
20 ~~protection under this Part~~. If a parent or grandparent is being abused by an adult
21 child, adult foster child, or adult grandchild, the provisions of this Part shall apply
22 to any proceeding brought in district court.

PRESIDENT OF THE SENATE

SPEAKER OF THE HOUSE OF REPRESENTATIVES

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: _____



STATECIVILSERVICE

156800

PROBATION AND PAROLE ASSISTANT DIRECTOR / ADULT

PS119 \$68,141 - \$120,848

Creation Date: 11/15/1991

Change Date: 07/31/2015

FUNCTION OF WORK:

To provide technical assistance to the Probation and Parole Director--Adult and the Probation and Parole Deputy Director--Adult and to district and regional personnel in planning, directing, and administering statewide programs within the Office of Probation and Parole-Adult.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Broad direction from the Probation and Parole Director--Adult and Probation and Parole Deputy Director--Adult.

SUPERVISION EXERCISED:

Direct over Probation and Parole Program Manager--Adult. May exercise functional supervision over lower level professional Probation and Parole staff, and administrative support staff.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole-Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole Regional Administrator--Adult in that it does not involve direct supervision of Probation and Parole District Managers--Adult.

Differs from Probation and Parole Deputy Director--Adult by the responsibility for assisting in the direction of the entire Probation and Parole-Adult Division.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Assist the Probation and Parole Director-Adult and the Probation and Parole Deputy Director-Adult in the areas of planning, formulating policies and procedures, program implementation, and achieving division goals and objectives as a member of the headquarters management team.

Represent the Probation and Parole Director-Adult at meetings on matters related to the division.

Reviews and evaluates services and programs of the division to ensure that departmental standards are met.

Coordinate the division's services with those of other public and private agencies.

Assist in initiating requests for programs and operational funding by justifying needs through budget requests.

Assist in preparing position papers relative to proposed legislation.

Reviews and evaluates program effectiveness, identifies problems, and provides recommendations of needed revisions to policies, procedures, and program strategies.

Provides consultative, technical assistance, and administrative direction to field personnel assigned to special programs.

Reviews and researches applications of facilities desiring to contract with the department to provide services for individuals in the programs and provides recommendations to the Probation and Parole Director regarding the applications.

Represents the Probation and Parole Director-Adult on program operation committees and provides recommendations to the director on committee findings.

Represents the division before the legislature, performs public and private speaking engagements, stays in contact with various governmental officials, and performs other public relations activities.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of professional level experience in adult probation and parole, two years of which must have been as a supervisor of professionals.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required general experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENT:

An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

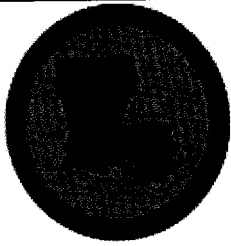
Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission

on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

127390

PROBATION AND PAROLE DEPUTY DIRECTOR--ADULT

PS121 \$78,000 - \$138,362

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To assist in administering, planning, and directing all phases of a statewide program of adult probation, parole, pardon, interstate compact, Community Residential Centers (CRCs), and work release services.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Administrative direction from the Probation and Parole Director--Adult.

SUPERVISION EXERCISED:

Direct over Probation and Parole Regional Administrators--Adult and Probation, Probation and Parole Assistant Directors--Adult, and Parole Program Managers--Adult.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole--Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole Regional Administrators--Adult, Probation and Parole Assistant Director--Adult, and Probation and Parole Program Managers--Adult by authority, under the guidance of the Probation and Parole Director--Adult, for all division activities and for administrative direction in all areas statewide.

Differs from Probation and Parole Director--Adult by the absence of final responsibility for all Division of Probation and Parole activities.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Assist in the direction and coordination of all operations and activities of probation and parole regional and district offices.

Assist in the formulation, dissemination, and interpretation of policies, procedures, and legislation affecting all division activities.

Administer special projects and programs as delegated by the Probation and Parole Director-Adult.

Approve, in the absence of the Probation and Parole Director--Adult, all personnel actions within the division that includes hiring and promoting personnel with responsibility for making recommendations to the appointing authority.

Maintains contact and collaborates with a large variety of elected and appointed public officials, heads of governmental agencies, and state and local organizations involved in criminal justice concerns.

Serve as liaison in the resolution of problems, coordination of services, and development of mutual areas of support that includes giving testimony before legislative committees.

Monitors and provides administrative direction to subordinate administrators responsible for a variety of special community based programs such as work release centers, CRCs, and sheriffs' maintenance programs.

Administer Interstate Compact Services.

Represents the State of Louisiana by attending Interstate Councils for Probation and Parole and participates in negotiating reciprocal agreements with other states.

Speak to civic groups, governmental boards and commissions, and other interested parties to explain the division's programs and objectives.

Conducts Basic Jail Guidelines audits and monitors same.

Assist in conducting jail operations audits on facilities housing DPSC inmates.

Serve as Administrative Review Officer on all employee disciplinary matters.

Administer the division's Sex Offender Program.

Serves on the division's American Correctional Association (ACA) Management Team, and formulates policies and plans of action that serve to maintain standards of compliance and certification.

Conducts internal affairs investigations, special audits, and chairs special projects.

Serve as the division liaison with the DPSC's Legal Section providing legal services assistance to all staff.

Reviews Probation and Parole Regional Directors' Monthly Management Reports and Monthly Unusual Occurrence/Management Reports.

Assists in problem resolution and makes related recommendations to the director.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of professional level experience in adult probation and parole, two years of which must have been at the supervisory level.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required general experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENT:

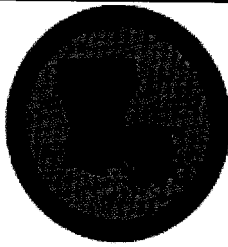
An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

127400

PROBATION AND PAROLE DIRECTOR--ADULT

PS123 \$89,315 - \$158,413

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To plan and direct all phases of the statewide program of adult probation, parole, pardon, interstate compact, Community Residential Centers (CRCs), and work release services.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Administrative direction from the unclassified Secretary of the Department of Public Safety and Corrections (DPSC).

SUPERVISION EXERCISED:

Direct over the Probation and Parole Deputy Director--Adult.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole--Adult.

JOB DISTINCTIONS:

Differs from related jobs by serving as the director of the Division of Probation and Parole-Adult.

Differs from the Probation and Parole Deputy Director--Adult in exercising ultimate authority for all division activities and providing administrative direction in all areas.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Directs and coordinates all operations and activities of the Division of Probation and Parole-Adult headquarters, regional, and district offices.

Formulates, disseminates, and interprets policies, procedures, and legislation affecting all division activities.

Administer a large budget unit which involves the preparation of the budget and the

enforcement of the budget and expenditures.

Coordinate the administration and broad supervision of a substantial fiscal account involving collection and disbursement of various criminal justice funds.

Approve all personnel actions within the Division Probation and Parole-Adult including hiring and promoting personnel with responsibility for making recommendations to the appointing authority.

Maintains contact and collaborates with a large variety of elected and appointed public officials, heads of government agencies and state and local organizations involved in criminal justice concerns.

Serve as liaison in the resolution of problems, coordination of services, and development of mutual areas of support that includes testimony before legislative committees.

Monitors and provides administrative direction to subordinate administrators responsible for a variety of special community based programs such as work release centers, CRCs, and sheriffs' maintenance programs.

Administer Interstate Compact Services.

Represents the State of Louisiana by attending Interstate Councils for Probation and Parole and participates in negotiating reciprocal agreements with other states.

Speak to civic groups, governmental boards, land commissions, and other interested parties to explain the division's programs and objectives.

Conducts Basic Jail Guidelines audits and monitors same.

Assist in conducting jail operation audits on facilities that house DPSC inmates.

Serve as a member of the Secretary's management team by addressing issues of departmental concern.

Provide administrative direction to the division's American Correctional Association (ACA) program in compliance with national standards.

Serves as head of the budget unit and coordinates related legislative and budgetary activities.

Serve on the department's Americans with Disabilities Act (ADA) committee for the purpose of reviewing and approving employee accommodations and providing policy recommendations.

Serves on special task forces, special projects, and activities for the Secretary that include coordination with various statewide officials in criminal justice systems and other agencies.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of professional level experience in adult probation and parole, three years of which must have been at the supervisory level.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required general experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENT:

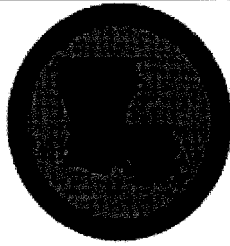
An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

127490

PROBATION AND PAROLE DISTRICT MANAGER B--ADULT

PS118 \$63,690 - \$112,944

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To manage a large-sized Adult Probation and Parole Office directing the supervision and investigatory efforts of professional personnel who deliver probation, parole, pardon, work release, and Community Residential Center (CRC) services.

LEVEL OF WORK:

Manager.

SUPERVISION RECEIVED:

Broad direction from a higher level Probation and Parole-Adult Administrator.

SUPERVISION EXERCISED:

Direct over Probation and Parole-Adult staff.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole-Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole District Manager A - Adult by the responsibility for managing a large District Office.

Differs from Probation and Parole Regional Administrator-Adult by the absence of responsibility for managing a region comprised of several district offices.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Directs and coordinates activities of a large professional staff of Probation and Parole Officers-

Adult who are responsible for a highly complex mix of criminal justice cases under supervision and who are responsible for a sensitive, legally complex set of investigations for the various decision makers in the criminal justice system, judges, Parole Board, Pardon Board, Office of the Governor, and the DPSC.

Screens and hires district office personnel and selects personnel for promotions subject to the review and approval of superiors.

Coordinate training.

Develop systems and procedures to ensure equitable distribution of workload and optimum use of personnel.

Assign caseloads and investigations to subordinate staff.

Manages and coordinates activities relating to the violation process including the arrest and transportation of violators and the conducts of preliminary hearings.

Counsels and directs staff in regard to the legal mandates (law, regulation, court decisions, etc.) of their work.

Maintains contacts and collaborates with sheriffs, chiefs of police, district attorneys, directors of treatment facilities, and a variety of other officials and administrators.

Serve as a liaison in the resolution of problems, the coordination of services, and the development of mutual areas of support.

Formulate policies and procedures.

Disseminates and interprets policies, procedures, and legislation affecting district activities.

Contribute input and information to the division and DPSC in regard to formulation of procedures and policies.

Determine personnel, supply, and equipment requirements of the office through maintenance of statistical data, inventory control, and the budgetary process.

Conduct Basic Jail Guidelines audits and monitoring.

Assists in conducting jail operation audits on facilities housing Department of Corrections inmates.

Maintain liaison with CRCs for the purpose of problem resolution, contract compliance, and related issues.

Conducts a variety of management activities to ensure compliance with the American Correctional Association (ACA) standards and maintains certification.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus four years of professional level experience in adult probation and parole.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENT:

An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief

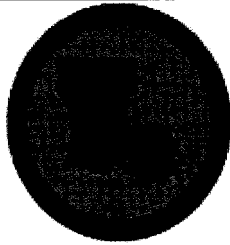
from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATECIVILSERVICE

127430

PROBATION AND PAROLE OFFICER 3--ADULT

PS112 \$42,432 - \$75,275

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To supervise and investigate adult criminal offenders through the provision of probation, parole, and pardon.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

Direct from a Probation and Parole Supervisor--Adult or a higher level Probation and Parole-Adult manager or administrator.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole-Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole Specialist--Adult by the absence of the responsibility for a caseload which has been determined to be the most complex and represents the highest degree of potential danger to the welfare of the community and probationers or parolees.

Differs from Probation and Parole Officers 1 and 2--Adult by the presence of advanced level probation and parole responsibilities.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Supervise felons and misdemeanants through counseling and referrals to community resources on social adjustment problems.

Enforces conditions of supervision and performs all aspects of the violation process.

Conducts criminal justice social background investigations of offenders and makes recommendations for the various decision makers in the criminal justice system (e.g. courts, parole board, pardon board, the Office of the Governor, etc.)

Conducts arrest, transports violators, prepares reports to courts and parole board, and attends and participates in probable cause and revocation hearings.

Investigates and determines amounts of victims' restitution, sets payment schedules, and collects and disburses victims' restitution, supervision fees, fines, court costs, and other criminal justice monies.

Places offenders in appropriate drug treatment, vocational rehabilitation, or mental health programs; assists them in obtaining emergency financial aid and support and provides crisis intervention services.

Conduct all activities in compliance with American Correctional Association (ACA) standards which set specific time constraints, requirements, and regimen for all major activities.

Administer drug tests by obtaining urine samples and evaluating results.

Assist in conducting jail operation audits on facilities housing DPSC inmates. Conduct disciplinary hearings for adult inmates in CRCs.

Make decisions regarding the application of the Pressure Point Control Tactics (PPCT) defensive tactics system to include impact weapons.

Supervises and directs discretionary community service work by parolees.

Perform contract compliance audits for Community Rehabilitation Centers (CRC).

Conduct disciplinary hearings for adult inmates in CRC's.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus two years of professional level experience in adult probation and parole.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree.

Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENT:

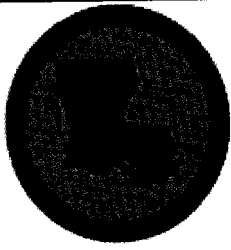
An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

127440

PROBATION AND PAROLE PROGRAM MANAGER--ADULT

PS116 \$55,640 - \$98,654

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To provide assistance to Probation and Parole headquarters administrators, regional, and district personnel in planning, directing, and administering statewide programs related to the supervisory and investigative efforts of professional staff who deliver probation, parole, pardons, work release, staff development and training, fugitive apprehension, community residential center services, DNA collection, Fleet Management, and Restorative Justice Re-entry and Safety;

OR

To serve as the assistant to a Probation and Parole District Manager B-Adult in the largest districts,

OR

To serve as the director of the Probation and Parole P.O.S.T. Academy,

OR

To manage a small Adult Probation and Parole Office by directing the supervisory and investigative efforts of professional personnel who deliver probation, parole, pardon, work release, and Community Residential Center (CRC) services.

LEVEL OF WORK:

Manager.

SUPERVISION RECEIVED:

Broad review from higher level Probation and Parole-Adult Managers or Administrators.

SUPERVISION EXERCISED:

Functional over numerous program areas of the Division of Probation and Parole/Adult or direct over Probation and Parole-Adult staff. May supervise administrative support staff

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC); Corrections Services, Division of Probation and Parole-Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole Supervisor--Adult by the responsibility for the management of a small district or routinely assisting in the management of a district office or functional responsibility is exercised over numerous program areas of the Division of Probation and Parole-Adult.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Make recommendations for state contract provisions regarding return of warrant cases to Louisiana. Respond to any unusual occurrences which may take place in the state regarding probationers and parolees after hours and weekends.

Develop systems and procedures to ensure equitable distribution of workload and optimum use of personnel.

Reviews, analyzes, and determines requirements for investigative and supervisory assistance on all interstate and intrastate correspondence and sends recommendations for appropriate action by districts or headquarters administrators.

Provide supervision and direction to subordinate staff.

Maintains contact with Interstate Compact offices regarding status of all probationers and parolees supervised under Interstate Compact Agreements and takes appropriate action when needed.

Review all actions of district offices regarding parolees, preliminary hearings, and activity reports for legal and factual correctness.

Responds to inquiries to headquarters office and takes appropriate action which includes making proper referrals or disseminations of related information.

Provides input related to interpretation of policies, procedures, and directives.

Assists in maintaining accuracy of officers manuals; works on special projects as delegated by the director.

Assist in administering the National Crime Information Control (NCIC) program for the division.

Assist in reviewing and evaluating program effectiveness.

Serve as liaison to the Parole Board to provide procedural guidance and to represent the director and field offices concerning recommendations for board actions on violations and other matters pertaining to parolees and potential parolees.

Screen DPSC inmates for potential placement in selected sheriff's work release programs.

Ensures that Division of Louisiana Probation and Parole complies with all requirements of the Interstate

Compact in case management provided to other states.

Works with Probation and Parole Assistant Director-Adult to ensure district managers and supervisors utilize programs such as intensive parole program (IMPACT) and aftercare programs developed for residential substance abuse facilities as an alternative to incarceration.

Coordinates all operations related to fugitive apprehension, detention, extradition, and transportation of violators and prisoners from other jurisdictions.

Make recommendations for state contract provisions regarding return of warrant cases to Louisiana.

Respond to any unusual occurrence which may take place in the state regarding probationers and parolees after hours and weekends.

Coordinates with Louisiana Attorney General and U.S. Marshals Service to identify, arrest, and return high risk violent fugitives.

Develops and utilizes expertise and knowledge in social services areas due to multiple health problems of returned offenders.

Coordinates all activities related to Half-Way Houses.

Serves at the Police Office Standards and Training (POST) Academy Director for trainers and represents the Division of Probation and Parole at other law enforcement training academies. Coordinates staff development in training by developing and conducting training for staff, assisting and directing staff trainers, overseeing the POST Academy for trainees, and planning curriculums for training.

Assists with Mobile Response Teams and assists in development and oversight of District, Regional or statewide Emergency Preparedness Operations.

Directly supervises a District office in the absence of the Probation and Parole District Manager-Adult.

Provides Regional or District oversight of programs related to case supervision, such as Sex Offender

Programs, Violation Procedures, American Correctional Association (ACA) Certification, Training, Fleet Management, and Caseload/Investigation balancing.

Coordinate special projects for the Region or District.

Assist Probation and Parole Regional Administrator-Adult or Probation and Parole District Manager-Adult in the investigation of issues or concerns of the Region or District.

Directs and coordinates activities of a small professional staff of Probation and Parole Officers-Adult who are responsible for a highly complex mix of criminal justice cases under supervision and for a sensitive, legally complex set of investigations for the various decision makers in the criminal justice system, judges, Parole Board, Pardon Board, the office of the Governor, and the

DPSC. Screens and hires district office personnel, selects personnel for promotion subject to the review and approval of superiors, and coordinates training.

Develop systems and procedures to ensure equitable distribution of workload and optimum use of personnel. Assign caseloads and investigations to subordinate employees. Formulate policies and procedures. Disseminates and interprets policy, procedure, and legislation affecting district activities.

Administers and coordinates activities relating to the violation process including the arrest and transportation of violators. Maintains contacts and collaborates with sheriffs, chiefs of police, district attorneys, directors of treatment facilities, and a variety of other officials and administrators, and serves as liaison in the resolution of problems, coordination of services, and development of mutual areas of support.

Determine the personnel, supply, and equipment requirements of the office through maintenance of statistical data, inventory control, and the budgetary process. Conducts a variety of management activities to ensure compliance with the American Correctional Association (ACA) standards and maintains certification.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Either of the following will qualify

General Option: A baccalaureate degree plus four years of professional level experience in adult probation and parole.

P.O.S.T. Option: A baccalaureate degree plus four years of professional level experience in adult probation and parole or professional experience as a trainer for the P.O.S.T. Academy.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree. Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

Directing the operations of a P.O.S.T. academy will substitute for the required experience on a month for month basis.

NECESSARY SPECIAL REQUIREMENT:

An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

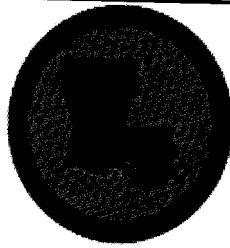
NOTES:

The positions are of either the general or P.O.S.T. option. The specific option will be indicated when vacancies are posted.

If the option is not listed on the posting, it will default to the general option.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

127420

PROBATION AND PAROLE REGIONAL ADMINISTRATOR--ADULT

PS119 \$68,141 - \$120,848

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To administer an Adult Probation and Parole Region comprised of several district offices.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Broad from the Probation and Parole Deputy Director--Adult.

SUPERVISION EXERCISED:

Direct line over Probation and Parole District Managers--Adult and/or Probation and Parole Program Managers--Adult, lower level professional Probation and Parole staff, and administrative support staff.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole--Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole District Managers--Adult by the responsibility for administering a number of district offices.

Differs from the Probation and Parole Deputy Director--Adult by the absence of responsibility for serving as the chief assistant to the Probation and Parole Director--Adult.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Administers a Probation and Parole-Adult region comprised of several district offices and directs and coordinates activities of a professional staff of Probation and Parole District Managers--Adult.

Oversee all aspects of personnel management within a region.

Review hiring decisions within the districts.

Select personnel for promotion to Probation and Parole District Manager-Adult positions subject to the review and approval of superiors.

Manages a regional budget cost center.

Review disciplinary actions.

Conduct disciplinary and grievance hearings and internal affairs investigations.

Conducts a variety of reviews and audits to insure that all supervisory, investigative, and personnel management activities are consistent with applicable regulations and laws including review of large fiscal accounts comprised of victims restitution, supervision fees, and other criminal justice funds.

Assist in formulating division policies and procedures.

Disseminates and interprets policies, procedures, court decisions, and legislation affecting division activities.

Maintains contact and collaborates with sheriffs, chiefs of police, district attorneys, directors of treatment facilities and a variety of other officials and administrators.

Serves as a liaison in the resolution of problems, coordination of services, and development of material areas of support that include testimony before legislative committees and a full range of public relations activities regarding the divisions goals and objectives.

Determine the personnel, supply, facility, and equipment requirements of the region through the direction of subordinate administrators in the maintenance of statistical data, inventory control, and the budgetary process.

Conducts Basic Jail Guidelines audits and monitors activities of same.

Assist in conducting jail operations audits on facilities housing DPSC inmates.

Conduct monthly management audits of assigned district offices.

Coordinates and compiles Monthly Unusual Occurrence/ Management Reports to include findings and recommendations for the managers and the Secretary's consideration.

Serves on the division's American Correctional Association (ACA) Management Team and formulates policies and plans of action that serve to maintain standards compliance and certification.

Coordinate disciplinary actions for regions to include second level review and hearings.

Conducts internal affairs investigations, special audits, and chairs special projects.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of professional level experience in adult probation and parole, two years of which must have been as a supervisor of professionals.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree.

Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Graduate training in corrections, criminology, criminal justice, counseling, penology, psychology or social work will substitute for a maximum of one year of the required general experience on the basis of thirty semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENT:

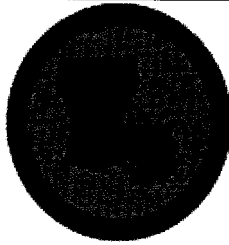
An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

127500

PROBATION AND PAROLE SUPERVISOR--ADULT

PS116 \$55,640 - \$98,654

Creation Date: 06/29/1987

Change Date: 07/31/2015

FUNCTION OF WORK:

To supervise Probation and Parole Officers/Adult and Probation and Parole Specialists-Adult who provide delivery of probation, parole, pardons, work release, and Community Residential Center (CRC) services.

LEVEL OF WORK:

Supervisor.

SUPERVISION RECEIVED:

Broad from a higher level Probation and Parole-Adult manager or administrator.

SUPERVISION EXERCISED:

Direct over a unit of Probation and Parole Officers-Adult and Probation and Parole Specialist--Adult.

May also supervise administrative support staff.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole-Adult.

JOB DISTINCTIONS:

Differs from Probation and Parole Specialist-Adult by the presence of direct supervisory responsibility.

Differs from Probation and Parole District Managers--Adult in that incumbents do not have final authority.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Provide guidance, technical assistance, and supervision of subordinate personnel to include periodic audits, reviews, and conferences to insure accuracy, timeliness, legal conformance, acceptability of standards, and quality of all casework and investigative activities.

Coordinates and supervises a group of Probation and Parole Officers engaged in activities related to the violation process to include planning of arrests, transportation of violators, coordination of probable cause, and revocation hearings.

Monitors casework activities to insure that subordinates make proper use of community based resources, properly enforces general and special conditions; employs counseling and makes sound decisions related to treatment of offenders and violations of conditions.

Conduct new employee orientation and training and in-service training of field personnel, journeymen, and specialists to assure their continuing development and satisfactory accomplishment of assignments.

Assist in the personnel management of the office by participating in the personnel selection process, employment background investigations, administration of disciplinary actions within a unit, documentation of supervisory evaluations, and serving as acting manager in the absence of the Probation and Parole District Manager.

Perform special managerial functions which may include, but are not limited to, assignment of cases, investigations, intake services, and coordination and liaison with criminal justice agencies, community service agencies, community bases and residential facilities.

Manage various statistical and other administrative functions and special purpose programs and projects as delegated and monitored by the Probation and Parole District Manager-Adult consistent with established office policies and guidelines.

Serve as district's American Correctional Association (ACA) coordinator by maintaining certification.

Assist in conducting jail operation audits on facilities housing DPSC inmates.

Conducts disciplinary hearings for adult inmates housed in Community Rehabilitation Centers (CRC).

Coordinate officer's activities in regards to the CRCs.

Monitor compliance with district's Sex Offender Program.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus three years of professional level experience in adult probation and parole.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

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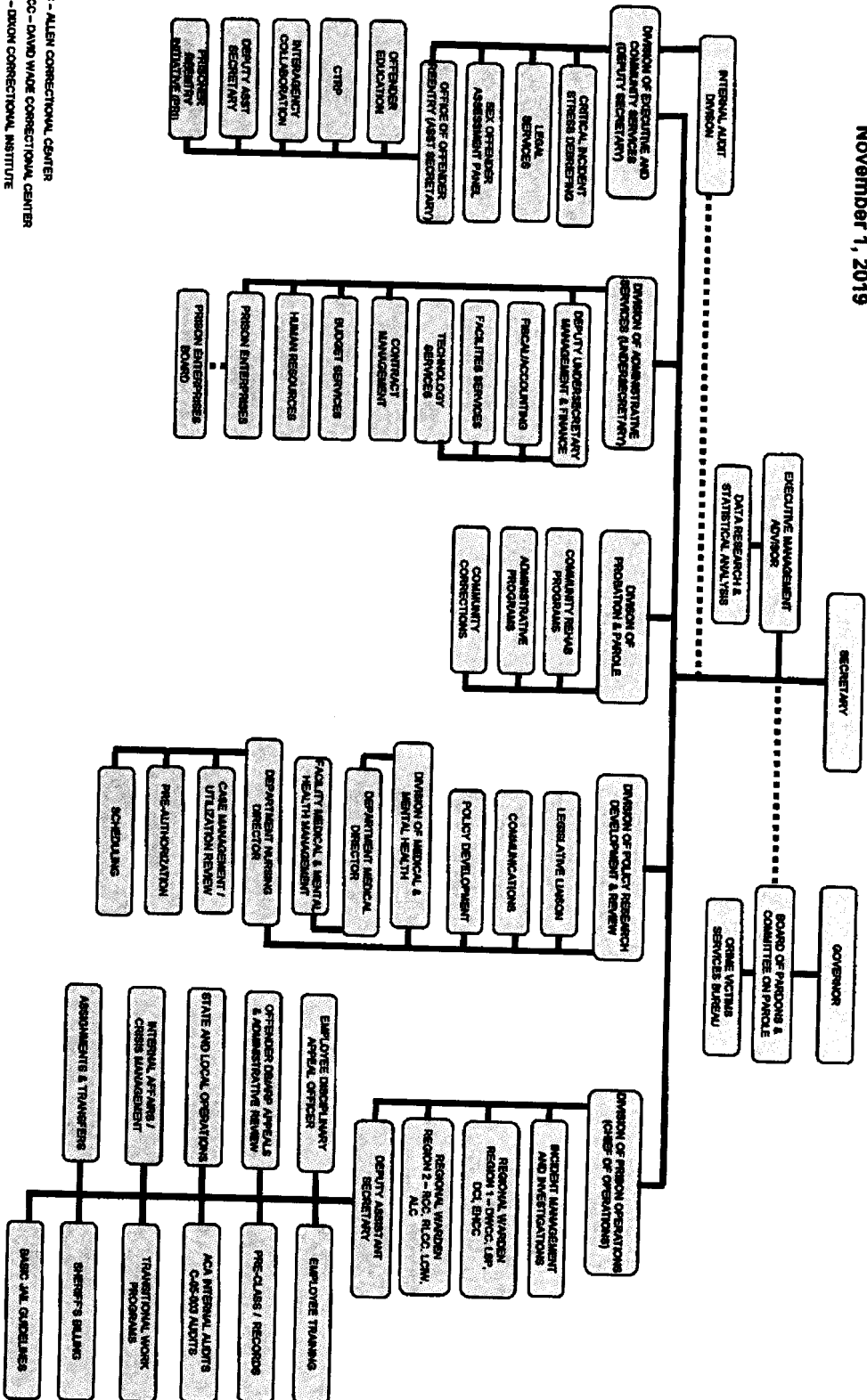
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Organizational Overview

Department of Public Safety and Corrections

Corrections Services

November 1, 2019



ALC - ALLEN CORRECTIONAL CENTER
 DWCC - DAVID WADE CORRECTIONAL CENTER
 DCL - DIXON CORRECTIONAL INSTITUTE
 ENOC - ELVIN HUNT CORRECTIONAL CENTER
 LHM - LOUISIANA CORRECTIONAL INSTITUTE FOR WOMEN
 LBP - LOUISIANA STATE PENITENTIARY
 RLCC - RAYMOND LAROCHE CORRECTIONAL CENTER
 NOC - NORTON CORRECTIONAL CENTER

Louisiana Board of Pardons and Committee on Parole
Organizational Chart
August 2020

